# Unit 6 - Develop and implement proactive monitoring systems for health and safety

| Learning Outcome – The learner will: | Assessment Criterion - The learner can: |
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| 1. Be able to devise inspection and monitoring systems for health and safety proactive performance monitoring. | 1.1 Develop workplace inspection and monitoring systems and procedures to include:<br>• methodology<br>• frequency<br>• compliance with health and safety regulations<br>• organisational requirements.<br><br>Do any of your procedures include the need to conduct inspections and monitoring?<br><br>**Example:** Workplace inspections, monitoring emergency lighting on a monthly and keeping records of this, monitoring of water temperatures (Legionella) etc.<br><br>Does the procedure cover the method and frequency? does is comply with regulations / organisational requirements? |
| | 1.2 Analyse the competence needs of the people who will carry out the inspection and monitoring in the organisation<br><br>Refer to the competency needs analysis used in a previous unit. Use this as evidence again for this element.<br><br>What training will be required and who will carry out this training?<br><br>Does the procedure state the competency requirements of the person assigned to undertake the inspections and monitoring? |
| | 1.3 Plan in conjunction with others the implementation of appropriate inspection and monitoring systems in the organisation.<br><br>Consult with managers / employees and safety representatives on the proposed inspections monitoring regime.<br>Provide evidence of this. |
| | 1.4 Identify any relevant monitoring equipment that may be required.<br><br>Do you require monitoring equipment?<br><br>- Thermometers to monitor water temperatures |

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| | - Gas Monitors to monitor workplace environmental conditions for example, 'working in a confined space'.<br><br>These are just examples. There are many more opportunities to use monitoring equipment. |
| | 1.5 Review health and safety statutory records and records initiated by the organisation for proactive performance monitoring.<br><br>What Pro-active records do you keep to comply with 1.1 and 1.3?<br><br>Do audits take place to confirm monitoring occurs and records are kept and up to date?<br>This could be internal and / or external audits that take place. |
| | 1.6 Analyse all internal documentation and records to ensure proactive monitoring is appropriately managed.<br><br>Analyse the audit results in relation to records of inspections and monitoring activities.<br>Provide feedback / action plan to the organisation to ensure non-conformances are acted upon (Proactively). |
| | 1.7 Involve managers, employee representatives and employees in health and safety proactive monitoring systems and procedures.<br><br>How are managers, employees and safety representatives involved in monitoring and inspections?<br>Do you consult with them?<br><br>Do people at all levels in the organisation get involved in inspections, for example:<br>- Employee inspects immediate working area<br>- Supervisor inspects the area weekly<br>- Manager inspects the whole warehouse monthly to ensure everyone else is conducting their inspections correctly<br>- Director conducts a safety Tour every 3 months |
| | 1.8 Maintain appropriate records of health and safety proactive monitoring systems and outcomes.<br><br>Keep records of as many monitoring / inspections as possible to show a wide variety including for example:<br>- Different types of inspections<br>- Safety Sampling<br>- Safety Tours<br>- Safety Surveys<br>- Other safety monitoring activities<br><br>Also include action plans and signed off actions. |

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| 2. Be able to keep stakeholders informed of health and safety proactive performance monitoring outcomes. | 2.1 Inform directors, senior, line, functional and technical managers, employee representatives and employees of the outcomes of health and safety proactive performance monitoring of the organisation.<br><br>Link with 2.2<br>Communicate / escalate the findings of the proactive performance monitoring activities and then continue to 2.2 |
| | 2.2 Prepare reports of the outcomes of health and safety proactive performance monitoring of the organisation.<br><br>Link with 2.1<br>Produce reports, statistics based on pro-active monitoring & highlighting any areas of concern, decide on the frequency, how will it be presented. |
| | 2.3 Interpret to non-specialist audience the outcomes of health and safety proactive performance monitoring of the organisation.<br><br>Present the findings of the pro-active monitoring to general employees for example:<br>- Simple presentation to employees<br>- Notice board notice or poster<br>- Periodic briefings / updates for employees on company performance |
| | 2.4 Propose recommendations based on the outcomes of health and safety proactive performance monitoring of the organisation.<br><br>Involve management and directors. Use methods of reporting via reports, statistics to help explain the recommendations and why action should be taken. |
| | 2.5 Respond to the requirements of the regulatory authorities in respect of the outcomes of health and safety proactive performance monitoring of the organisation.<br><br>This relates to pro-active visits conducted by the regulatory authorities (HSE).<br><br>If you have never been visited by the regulatory authorities, then ensure you have a documented plan in place for the actions to take if you do get a visit.<br><br>For example:<br>Who will be responsible for meeting them when they turn up?<br>What is the internal escalation procedure?<br>And so on……. |

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| 3. Understand how to develop and implement proactive monitoring systems for health and safety. | 3.1 Analyse the nature and role of active health and safety monitoring systems within the organisation<br><br>Do you set targets, aims and objectives in relation to pro-active monitoring systems?<br><br>What active health and safety monitoring systems do you have in place?<br>There are 4 main ones to consider<br><br>1) Safety Tours<br>2) Safety Inspections<br>3) Safety Sampling<br>4) Safety Surveys<br><br>Provide examples of completed records (from 1-4) as well as any relevant procedures and how these are communicated out.<br><br>Audits are also a method of pro-active monitoring, but we will keep this for a later unit. | |
| | 3.2 Present the rationale for proactive monitoring systems for health and safety<br><br>Use the statistics and the reports and compare them against the targets, aims and objectives. | |
| | 3.3 Describe the whole range of monitoring equipment<br><br>Create a table showing a list of monitoring equipment and then next to each one, explain why it is used for monitoring. | |
| | 3.4 Explain sampling routines<br><br>Create a table showing sampling routines and then in the box next to the sampling routine, explain the sampling requirements.<br>Research, 'Safety Sampling'.<br>Or refer to your NEBOSH National General Certificate books if you have them. | |
| | 3.5 Evaluate the procedure for workplace inspections and activity observations<br><br>Do you have procedures covering inspections?<br><br>For example:<br>A procedure on work equipment may have information covering the purchasing of equipment, maintenance, competency of users and **Inspection** requirements. | |

| | How are these procedures implemented?<br><br>Do you check its implementation through auditing and observations? |
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| | 3.6 Explain the principles of effective written and verbal communication<br><br>Create a table showing the different types of communication used in the workplace. Different types of verbal / written etc.<br>And then how each of these are used successfully in the workplace.<br>Also write the positives and the negatives of each of the communication methods in another 2 columns. |
| | 3.7 Explain how to respond to the health and safety needs of others<br><br>How do you deal with various groups of individuals within and external to your organisation?<br>Provide evidence that you provide guidance, coaching, responses to queries, answering questions.<br><br>Produce a table showing the people internally and externally, including the methods used to respond to their needs. |
| | 3.8 Explain external factors influencing active health and safety monitoring systems:<br>• health and safety statutory requirements and industry best practice for proactive monitoring systems and documentation.<br>• quality management requirements for documentation<br><br>In table format, show a list of external factors that influence active monitoring systems and how they influence active monitoring. |